



## MEMORANDUM

**TO:** Mayor and City Council  
Capital Metro Board of Directors

**FROM:** Gina Fiandaca, Assistant City Manager, City of Austin  
Randy Clarke, President and CEO, Capital Metro

**DATE:** January 14, 2021

**SUBJECT:** **Update on the Project Connect Advisory Committee**

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The purpose of this memo is to update the City Council and Capital Metro Board on work to establish the Project Connect Community Advisory Committee, as outlined in the amendment to the Project Connect interlocal agreement proposed and approved by the Council and Capital Metro Board during the December 18, 2020 Joint Meeting. The amendment to the interlocal agreement provides the purpose, membership and appointment process for the advisory committee, which is intended to serve the Austin Transit Partnership (ATP) Board, Capital Metro Board and the City Council regarding Project Connect. The amendment also establishes a deadline for appointment of the initial board no later than February 28, 2021.

After working internally to review the direction provided in the amendment and revisiting the community comments received regarding the Austin Transit Partnership Board appointment process, we cannot recommend a process that meets the February 28 deadline. To ensure an equitable, transparent and fully inclusive process – which we believe is the intent of the Council and Capital Metro Board – we recommend taking additional time to ensure all those who might be interested have an opportunity to learn about the advisory committee and apply to participate. We also want to provide the nominating committee with the time they need to vet what we hope will be a robust array of applications. A process ending on February 28 does not lend itself to either of these outcomes.

Council and Capital Metro Board Direction provided that the City and Capital Metro should work together to complete this process and we agree that this coordination continues to be essential. Given the resources currently allocated towards creating the City of Austin Project Connect Office and the Austin Transit Partnership, the additional time will be necessary to ensure this effort is resourced appropriately.

We are still committed to moving quickly to create this committee. First, we will work with the three City Boards/Commissions, and two Capital Metro Committees to have them appoint their representative as soon as possible, no later than February 28. This means five of the 11 committee members will be appointed. We will also create a page on the ATP website with information about the advisory committee, the application process for the other six seats, and the application itself by February 28 (if not before). We recommend keeping the application open for at least 4 weeks, so that appropriate and warranted notice to the community can occur with time for those who are interested to provide a thoughtful application. Once the application period closes, the nominating committee will review applications and conduct interviews as they see fit.

Again, City and Capital Metro staff are committed to creating this committee quickly using an equitable, transparent process to do so. Please let me know if you have any questions.

**CC:** Spencer Cronk, City Manager  
Annick Beaudet, Mobility Officer, City of Austin Project Connect Office  
Jackie Nirenberg, Community Engagement Manager, Capital Metro